Poster Guidelines

1. Poster Abstract Presentation:

- Posters are grouped by topic and will be displayed in the poster hall area from Saturday–Monday, November 16 – 18.
- Posters must be mounted between 8:30 AM and 4:00 PM during the designated poster session day as outlined in the abstract acceptance notification.
- Presenting authors must be available at their poster during the times of their designated poster session to answer questions from attendees. Presentation hours are **10:30 AM–12:30 PM**.
- Please note that the ACR will be monitoring posters during the presentation hours in an effort to make certain that the ACR is meeting the educational needs and expectations of attendees.
- IMPORTANT: The ACR will remove and recycle all posters not picked up by 6:00 PM each day. Unclaimed posters will not be stored.
    - *Note: This is not applicable to Patient Perspectives Poster presenters or Late-Breaking Abstract presenters*

2. Printed Poster Specifications:

- The backboard panel for each poster presentation board measures 42 inches (106.7 cm) high and 90 inches (228.6 cm) wide.
- Posters should be printed horizontally and not exceed the size of the presentation board.
- The ACR will not offer poster printing and hanging services in Washington. You must make your own arrangements for printing and hanging your poster.
- A copy of the accepted abstract must be included in poster or made available to attendees in non-electronic form.
- Text and illustrations must be readable from distances of at least three feet.
- Use lightweight materials only. Heavy articles may fall off the board.
- Posters may be broken down into smaller portions but must not exceed the size of the presentation board.
- Push pins to mount materials will be available on-site.
- Poster presenters are permitted to include a QR code on their poster that allows attendees to scan the code and view your uploaded poster as an electronic copy.

    QR Code Tips:
    - A QR code is a two-dimensional barcode that is readable by smartphones.
    - It allows you to encode a PDF of your poster presentation into a two-dimensional barcode.
    - QR codes may be used to share a PDF of your poster presentation with the attendees in lieu of paper handouts.
    - To create a QR code, simply search the web for one of the many free online QR code generators.
    - ACR staff will be unable to provide assistance with creating QR codes.

- o Attendees access the poster from their smartphones by scanning the QR code that you have displayed on your poster.
- o QR code readers are available in the Apple App Store and Google Play.

3. Content

- List all disclosures once at the bottom of the poster.
- Disclosures must never include the use of a trade name or a product group message.
- Sponsored abstracts may credit the sponsoring commercial entity in a plain text statement at the bottom of the poster.
- Product or company logos must never be used. Non-commercial institution (e.g., universities, non-profit associations, and government agencies) logos may appear.
- All images from external sources must be credited.

4. Prohibited Items

- Advertising of any kind is strictly prohibited.
- Product or company logos must never be used. Non-commercial institution (e.g., universities, non-profit associations, and government agencies) logos may appear.
- No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the poster session area.
- Booklets of abstracts or posters, including lists with QR codes that link to abstracts or posters, are not permitted.

5. Additional Resources:

- No Photography Icon
- ACR 2024 Abstract Guidelines